

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 23, 2004

FROM: CAROL L. ANSELM, Assistant County Administrator
Human Services System

**SUBJECT: CHILDREN AND FAMILIES COMMISSION FOR THE COUNTY OF SAN
BERNARDINO - EMPLOYMENT CONTRACTS**

RECOMMENDATION:

1. Approve employment contract with Ruth Napolitano, Receptionist for the Children and Families Commission for the County of San Bernardino, at a rate of \$11.55 per hour plus benefits, effective November 27, 2004.
2. Approve Amendment No. 1 to Employment Contract #01-615 between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and Linda Angona to provide Program Analyst services to the Children and Families Commission for the County of San Bernardino updating job duties, effective November 27, 2004.
3. Approve Amendment No. 2 to Employment Contract #01-1222 between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and Sandra Bethea to provide Program Analyst services to the Children and Families Commission for the County of San Bernardino updating job duties, effective November 27, 2004.
4. Approve Amendment No. 1 to Employment Contract #03-1133 between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and Katherine Ruiz to provide Program Analyst services to the Children and Families Commission for the County of San Bernardino updating job duties, effective November 27, 2004.
5. Approve Amendment No. 4 to Employment Contract #00-649 between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and Ruth Griffin to provide Program Specialist services to the Children and Families Commission for the County of San Bernardino updating job duties, effective November 27, 2004.

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BACKGROUND: In November 1998, California voters approved Proposition 10, entitled the California Children and Families First Act of 1998, which imposed a tax on cigarettes and tobacco products as well as established the California Children and Families Commission (CCFC). Under this Act, the CCFC has authority to adopt guidelines for statewide early childhood development and smoking prevention programs.

As a condition of receiving Proposition 10 tax proceeds, the County of San Bernardino was required to create a county commission. On January 5, 1999, the Board of Supervisors adopted Ordinance 3745 creating the Children and Families Commission of the County of San Bernardino (Commission) and Trust Fund. On March 2, 1999, the Board of Supervisors appointed the full complement of the Commission Membership. The Commission is charged with developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals of the CCFC.

Recommendation No. 1: A competitive recruitment process was conducted from August 7 through August 27, 2004, seeking qualified applicants for the Receptionist position. Job announcements were posted in local newspapers throughout the County and on the Commission's website. The Commission received 135 applications for the position. The selection process included a competitive evaluation of the applications in relation to the position qualifications. The four candidates considered to have the highest potential, based on experience, interviewed initially with supervisory staff. Finalists received a second interview with senior management. Recommendations for selection were submitted to the Assistant County Administrator – Human Services System, as the appointing authority for the County. Upon concurrence, an employment contract for Ruth Napolitano was negotiated.

Recommendation No. 2 – No. 4: The amendments to the contracts of Linda Angona, Sandra Bethea, and Katherine Ruiz change their duties and responsibilities to those of a Program Analyst. The primary duties of each Program Analyst relates to one of three specialty areas – Research and Planning, Evaluation, and Contract Administration. Each of these three Contractors will be assigned to one of the specialty areas, but can be interchanged if necessary. The Program Analyst classification performs various research and analytical functions to enhance the viability and effectiveness of the Commission.

Recommendation No. 5: The amendment to the contract of Ruth Griffin changes her duties and responsibilities from those relating to a Community Resource Specialist to Program Specialist. The Community Resource Specialist position is no longer used since the merger of the Community Services and Program Services areas within the Commission. As a Program Specialist, Ms. Griffin will serve as the primary liaison with partner service agencies and the community. She will also serve as a technical resource on program related matters. Her job duties have been updated to reflect these changes.

Approval of this item will allow the Commission to fill a vacant Receptionist position necessary for the function of the CFC front office and update the duties and responsibilities of the Program Analysts and the Program Specialist aligning them with the Commission's organizational goals and structure. Contracts are effective November 27, 2004, and shall remain in effect for one year and shall be automatically renewed for one-year periods subject to the termination provisions of the contract.

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REVIEW AND APPROVAL BY OTHERS: These contracts were approved by the Commission at its regular monthly meeting on November 3, 2004 and by County Counsel (Ruth Stringer, Deputy County Counsel, 387-3266) on November 3, 2004. This item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst, 388-0356) on November 5, 2004.

FINANCIAL DATA: The total annual cost for the Receptionist contract in Recommendation No. 1 will be \$31,231.20 (\$24,024 salary and \$7,207.20 benefits). There is no change in cost associated with the changes to the contracts in Recommendations No. 2 – No. 5. This expense is fully reimbursed by the Commission's Trust Fund, and has been included in their approved budget. There is no local cost for the County.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action because these positions are necessary to implement the Commission's program requirements.

SUPERVISORIAL: All

PRESENTER: Carol L. Anselmi, Assistant County Administrator – Human Services System,
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